



Teacher Quick Start Guide

Welcome to Switched-On Online! This guide will help you to quickly and easily utilize the Switched-On Online software.

GETTING STARTED:

Open your web browser (Firefox recommended). Type the web address that links you to Switched-On Online. The address takes this form:

<http://yourschoolname.switchedononline.com> (Do NOT type "www" before the URL.)

Login: Type in your case sensitive user name and password. Your administrator provides this to you.

TEACHER HOME PAGE:

This page contains your Welcome Message and Message of the Day. The left column of every page is a series of buttons. **Progress** is the one you'll use most often, so we'll start there.

PROGRESS:

The **Student Progress** page shows you any recently completed work for each of your students. This listing contains complete assignment information: course, unit, assignment, date utilized, status, attempts and score.

| Show 100 entries | | Search: <input type="text"/> | | | | | | |
|--|-------------------|------------------------------|------|---------------------------------------|---------------------------|------------|----------|----------------------|
| Select | Student | Course | Unit | Assignment | Date | Status | Attempts | Score |
| <input type="checkbox"/> | Nielson, Cooper | Civil War (2010) | 1 | 4. Project: The Art of Compromise | Tue Jul 06, 2010 11:49 AM | inprogress | 0 | 0 |
| <input type="checkbox"/> | Parker, Shauna | Civil War (2010) | 1 | 1. Development of Two Cultures-Part 1 | Tue Jul 06, 2010 09:38 AM | attempt | 1 | 75 |
| <input type="checkbox"/> | Oakly, Matt | World Geography (2010) | 1 | 1. What Is Geography? | Tue Jul 06, 2010 09:25 AM | attn | 1 | 97 |
| <input type="checkbox"/> | Tilford, Jonathan | Vietnam Era (2010) | 1 | 1. Vietnam | Tue Jul 06, 2010 09:14 AM | complete | 1 | 83 |
| Showing 1 to 4 of 4 entries | | | | | | | First | Previous 1 Next Last |
| <input type="button" value="Toggle Selection"/> <input type="button" value="Remove Selected"/> | | | | | | | | |

- **Reviewing/Grading Work:** Click the highlighted **Assignment** name. This takes you directly to this student's response for that activity.

Status: You may see any of the following in the status column

- **Complete:** Indicates a student has submitted the assignment as complete and it achieves at least the **Pass Threshold** score.
 - **Attempt:** Means the student has submitted an assignment as complete, yet scored less than the **Pass Threshold**.
 - **Attn:** When students have requested help on a particular question or the lesson requires manual grading of an essay or free response question, you see this.
 - **InProgress:** Lets you know the student has begun an assignment, but not fully completed it yet.
- **Sorting:** Hovering your mouse over titles (course, student, date, status) allows you to arrange the items into ascending/descending or alphabetical order
 - **Remove a Listing:** Click the checkbox in the **Select** column. (You can delete multiple listings at the same time this way.) Click **Remove Selected** items. Once viewed, the listing automatically removes itself. You can still view the work by accessing it from the student or grading menus. Look for the *, it indicates an assignment needing attention.

STUDENTS:

When you click the **Students** button, you see the **My Students** page. Teachers can see a listing of all their students or click the **Students Online** tab to display a list of your students who are currently logged in to the website. The length of time they have been online shows to the right. This page automatically refreshes periodically.

At the top of the page you may see the **Add Student** button. It permits a teacher to add a new student and assign a first course to that student.

To the right of each student's name you see a series of links in the **Controls** column.

- **Grading:** Takes you to the **Grading and Review** page for the selected student. On this page you see any courses the student is enrolled in which you are able to grade. You also see the date the student started working on the course, the percent complete (Progress %), a progress bar, the date the course was completed or the "Not Completed" message; and the score the student is currently receiving in this course. The course **Title** is a link you can click to open the unit and assignment pages (as described on page XX of this document).
- **Lesson Plan:** Click the **Lesson Plan** button at the top of the student's **Grading and Review** page to view a day-by-day breakdown of what a student needs to accomplish to stay on track. You can change the start date for the lesson plan by selecting a new date on the pull down menus. When you click **Update**, Switched-On Online recalculates the daily volume of work your student needs to complete to meet expectations.
 - **Printing a Lesson Plan:** Click the **Print** icon on your web browser. Select **File** on the web browser toolbar. Select the **Print** option. You may also cut and paste all or any portion of the lesson plan into another application, such as Word or Excel.
- **Assign Courses:** Clicking this link opens the **Assign Course** page for the selected student. At the top of the page you see the **Create Custom Course** button. Please see the Teacher User Guide for instructions on using this feature.

Below the **Create Custom Course** button are two tabs, **Assign Course** and **Courses Assigned**.

Courses Assigned is a list of the courses already assigned to this student. You would unassign a course by clicking the **Unassign** link at the bottom of the appropriate **Assigned Course** box on this page.

WARNING! *Un-assigning a course permanently deletes all coursework and scores for the student!* Click **OK** in the confirmation box that appears. An alternative to unassigning a course is to set the status of the course to **Inactive**, which does not delete any data.

| | |
|----------------------------|---|
| Course Title: | Physical Fitness (2010) |
| Status: | Active <input type="button" value="v"/> |
| Teacher: | Karr, Jack (8) <input type="button" value="v"/> |
| CRx Mode: | <input type="checkbox"/> |
| Course End Date: | <input type="text"/> |
| ✕ Unassign | |

Assign Courses is a permission granted by the administrator to allow you to add additional courses to your assigned students. Super Teachers and teachers with **Assign Courses** or **Add Student** permission can assign a student's first course. Otherwise, the first course must be assigned by the administrator. To assign a course:

- Select a **Subject** from the pull down menu.
- Choose a **Course**.
- The course numbers are typically the grade level multiplied by 100. So, sixth grade Science is listed as Science 600.
- Select the **Teacher** accountable for this course, or student.
- **Block All Tests:** This feature allows you to block the students from taking the tests, as they may be doing their lessons at home. The teacher can unblock the test when they determine that the student is ready.
- **Block All Quizzes:** Checking this box prevents a student from taking a quiz in this course until you unblock the quiz and permit the student access to it.
- **CRx Mode:** Allows the use of pre-tests to determine if a student must complete all of the assignments in a course. The administrator has already set the pass threshold percentage the student must achieve to successfully pass the pre-test. If you check this box, the student begins each unit with the pretest. If the threshold score is achieved, all of the assignments in the unit are skipped and the student is assigned the pre-test for the next unit. If the threshold score is not attained, the student must complete the assignments in the unit before the next unit pre-test is presented. Remember, students assigned **CRx** courses are not to access course using the **My Courses** button in the left-hand column. They need to use the course access link located in the lower mid-section of the **Home** page.
- **Course End Date:** You can set a customized end date for each course. Leave this space blank to use the school calendar end date Click the textbox to access the calendar where you can select a customized course end date.
- **Add Course:** When you have filled in the correct information, click **Add Course**.

ASSIGN COURSES

Subject:

Course:

Teacher:

Block All Tests: ☐

CRx Mode ☐ ?

END DATE

Custom end date for this course. Leave blank to follow global or student level end date.

(ex. 2004-12-31)

- **Edit:** The edit function allows the teacher to access and make changes to the student profile. Click **Edit** next to the student's name to:
 - Activate or deactivate the student
 - Retrieve or change passwords
 - Check or uncheck the **Calendar** box, which creates a weekly schedule of assignments for the student.
 - Enter an end date [yyyy-mm-dd] for this student's coursework to override the school calendar.
 - Check the **Easy Spelling** box to allow credit for misspelled words when students answer fill in the blank questions.
 - Enter a number into the **Spelling Hit** field to deduct a percentage for misspelled answers.
 - Enter a number into the **Passing Score** field to override the school pass threshold percentage for this individual student. Zero defaults to the school **Pass Threshold**.
 - Enter a number into the **CRx Threshold** field to override the school CRx threshold percentage for this individual student. Zero simply defaults to the school **CRx mode** threshold.
 - Activate or inactivate **Student Answer Key** or **Password** features.
 - **Randomize Questions:** When activated the system regenerates the order of questions in lessons, quizzes, and tests each time the student logs out and re-enters the assignment or refreshes their page.

GRADING:

The **Grading** page also has two tabs, **My Courses** and **My Students**. **My Courses** is a list of the courses assigned to you. To the right of each **Course Title** is the **Number of Students** enrolled in that course.

My Students is simply a list of all students enrolled in any of your courses. If you have Super Teacher permissions, you see all students enrolled in Switched-On Online courses in your school. The last name of each student is a link, that when clicked opens the **Grading and Review** page for that particular student. (See **Grading** on page 2 above.)

My Courses

The My Courses tab displays all of the courses assigned to you and the number of students enrolled in each of those courses. Click the **Course Title** to display the individual students enrolled in that specific course. In addition to the student names, you see the date each started the course, the date completed, and the course cumulative score for each student.

You can click the student name to access additional information about this course for the selected student; unit number and title, date started, percent of progress as well as a progress bar, date completed, unit score for each unit and a button allowing you to have the student skip an entire unit.

Clicking the **Title** on this unit view opens the **Assignment Control** page which gives you the ability to customize the course by assigning, skipping or blocking lessons in a unit for this single student:

- Click the course name, then the student name you want to customize.
- Next, click the unit from this page you wish to modify and access a list of activities.
- When you open the unit, you see a list of all the assignments. The left column displays the assignment type and title.


Switched-On
ONLINE

On the **Assignment Control** page you see:

Assignment Types: There are five assignment types in Switched-On Online.

1. **Lesson:** Lessons contain both text and multimedia content. There are over 25,000 embedded media files throughout our courses! Students proceed through various text and multimedia presentations. When they reach the end of the lesson, they are given a number of questions to test concept mastery and retention.
2. **Quizzes:** Quizzes are given every few lessons to review the concepts already covered. Quizzes are cumulative.
3. **Tests:** Tests provide a unit level examination. All units have an alternate test available.
4. **Projects:** Some projects are preset, and some special project slots allow you to insert your favorite lessons into the Switched-On Online environment. Simply type your instructions into the **Note** field.
5. **Reference:** The reference activity includes all the vocabulary words from the entire unit. It offers a work cited page and all unit web links as well.

Title: The second column lists the **Title** (name of the activity). Just click the **Title** to view the lesson.

Batch/Status: There are checkboxes next to each listing in the **Batch** column. These checkboxes are designed to let you batch lessons together when customizing or click the **All** button below to select all the activities in this unit. The customization tools are listed in drop-down menus under the **Status** heading. There are five possible status selections:

- **Assigned:** This status option assigns the activity to the student work queue. Assignments must be completed in sequential order; students cannot skip around. **Important:** If you change the status of an already completed lesson to "Assigned", the student must redo the lesson. All answers for that lesson are reset and the student must start anew. For example, if a student is working in Unit 9, and you reassign a completed activity from Unit 1, the student must complete the reassigned lesson in Unit 1 before continuing with Unit 9.
- **Completed:** An activity's status changes to "Completed" when the student finishes it with a score above the pass threshold. This threshold was set by your administrator, but you can override it using the **Edit Student** function. "Completed" can be used if you manually change a grade or if the student has not met the pass threshold, but you want to keep the current grade and have the student move on. **Important:** If you change the status to "Completed", all unanswered questions receive a zero in the final score.
- **Accepted:** This enables you to manipulate completion dates for reporting purposes. *This status is rarely used and is NOT typically recommended.*
- **Skipped:** Students do not have to work, nor can they view skipped lessons. This function allows you to focus in on a particular skill or concept, rather than making a student work through the whole course. The computer passes over all skipped assignments, until it reaches a lesson that is either "Assigned" or "Blocked".
- **Blocked:** The block function prevents a student from continuing in the course, until the teacher changes the activity status to assigned or skipped. Keep in mind, if you want to block all the tests in every unit for the whole course, choose **Block All Tests** in the **Assign Courses** menu. Blocking quizzes can be done per student per lesson.



Attempts/Score: Attempts are the total times the student was looped into a lesson before reaching the pass threshold. The **Score** column is the final grade for that lesson, quiz or test. *Asterisk (*)* next to the score indicates a question needs assistance or manual grading is needed in this assignment. The asterisk disappears when the request is resolved.

NOTE: Only students can work a lesson. When you, as the teacher open a lesson, you do not see all of the possible answers on certain types of graphic multiple choice questions. You only see the student's final answer. If you click **Show Answer**, you see the correct answer below the student answer.

Remember, if you want to create a custom course to assign to multiple students, see the **Course Customization Guide** or the full **Teacher User Guide**.

MESSAGES:

This system allows teachers to send and receive messages to teachers or students. There are two ways to access messages.

Message Center: At the bottom of the buttons in the left column is the Message Center. The number of unread messages you have is displayed in red and zero messages displayed in green. If you want to send a quick message, or read one that just arrived, right-click the **Message Center** to open a small menu with those options. You will have access to this feature on every screen.

You may also use the full messaging feature to receive/send or retrieve old messages. To access this page, simply click **Messages** on the side bar menu.

Note: Teachers may message other teachers, administrators and students, but students can only message teachers that are assigned to them or reply to a message sent by an admin or teacher. *Remember messages are never deleted.*

MY SETTINGS:

Change your password and click submit to save the changes.

FEEDBACK:

Your feedback is sent directly to our development staff. If you have any suggestions about our curriculum or have a new idea which could improve our system, please send us a note.

SUPPORT:

Click the life preserver icon in the top right-hand corner of your screen to get help with any technical issue that may arise.

LOGOUT:

When you finish working in the Switched-On Online environment, be sure to log out. Switched-On Online automatically logs you out after approximately 60 minutes of inactivity, but it is always a good idea to logout if you are away from your desk. When you logout you are returned to the **Login** page.

Thank you for choosing Switched-On Online. We hope your experience using it will be challenging, enjoyable, and rewarding.

Again, Welcome to Switched-On Online!